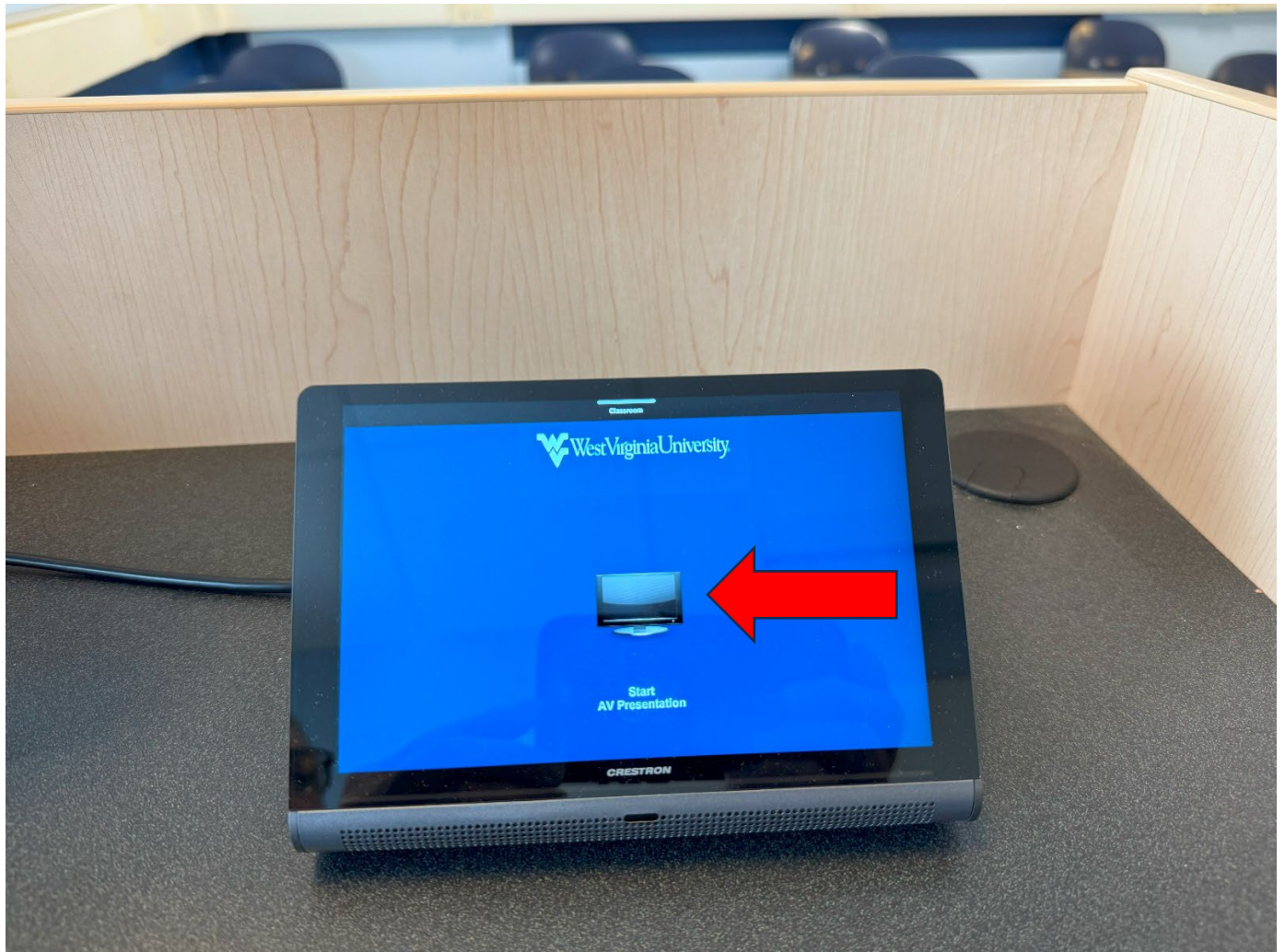


Podium Control Instructions

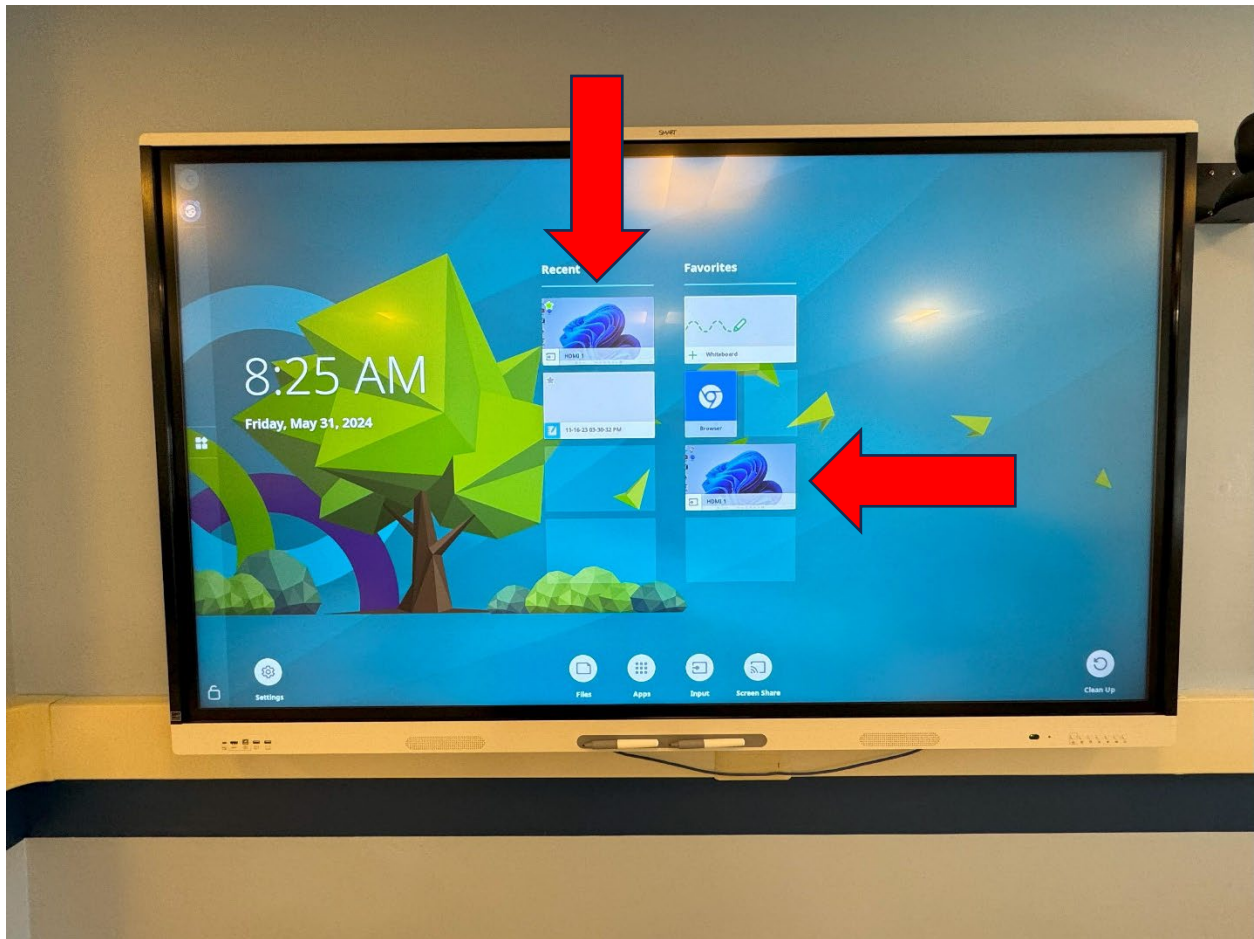
- 1.) [Podium Controls to start class using podium computer.](#)
- 2.) [Podium Controls to start class using a laptop](#)
- 3.) [Camera Controls](#)
- 4.) [Using the Document Camera](#)

Controls if using the computer that is in the classroom

- 1.) Log onto the computer
- 2.) From the LCD screen choose Start AV Presentation



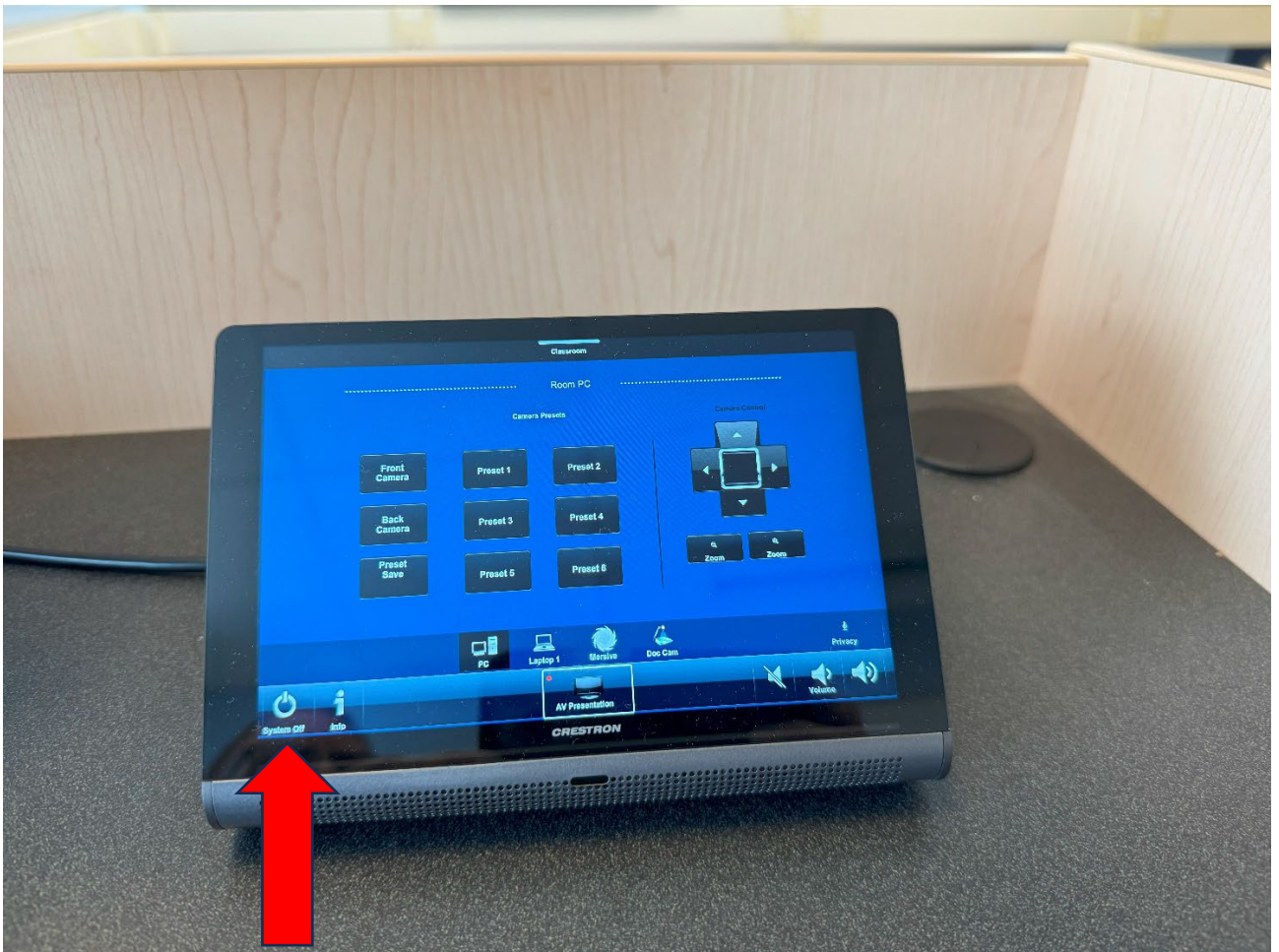
3.) Choose HDMI 1 on the SmartBoard. It may appear more than once on the SmartBoard.



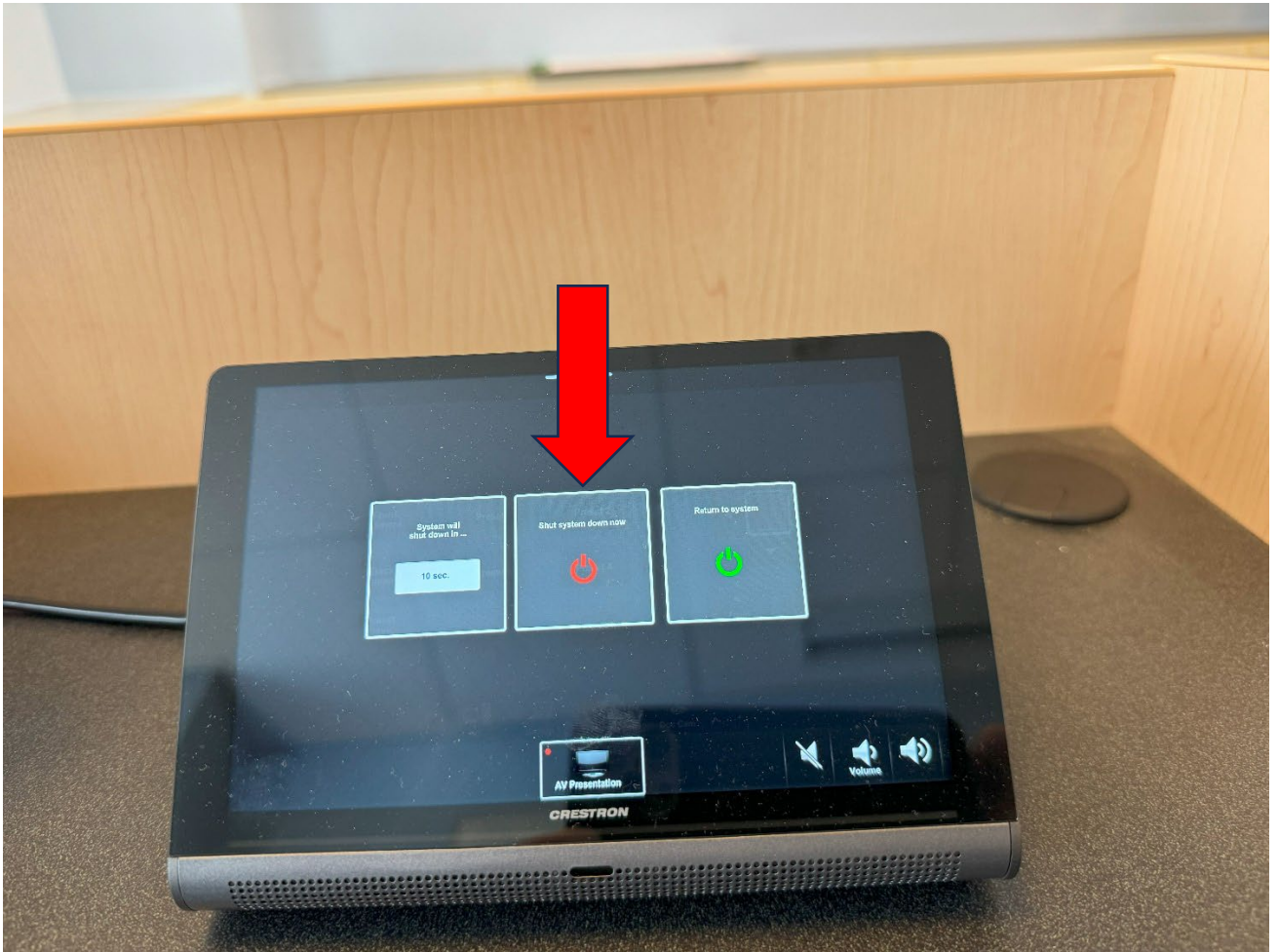
4.) Choose AV Presentation then PC.



5.) End of Class, choose System off.



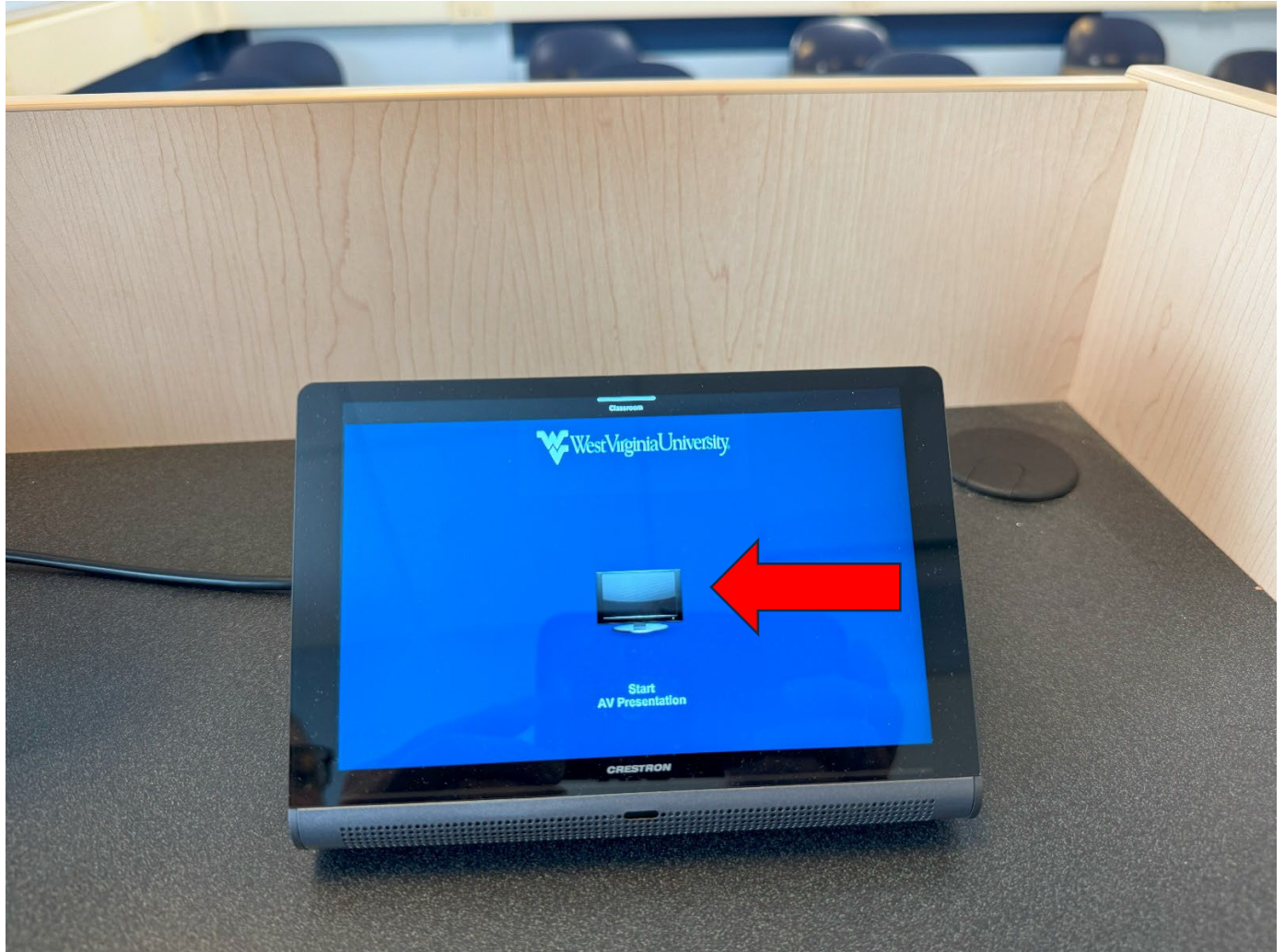
6.) Choose Shut System Down Now.



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Controls if using a laptop

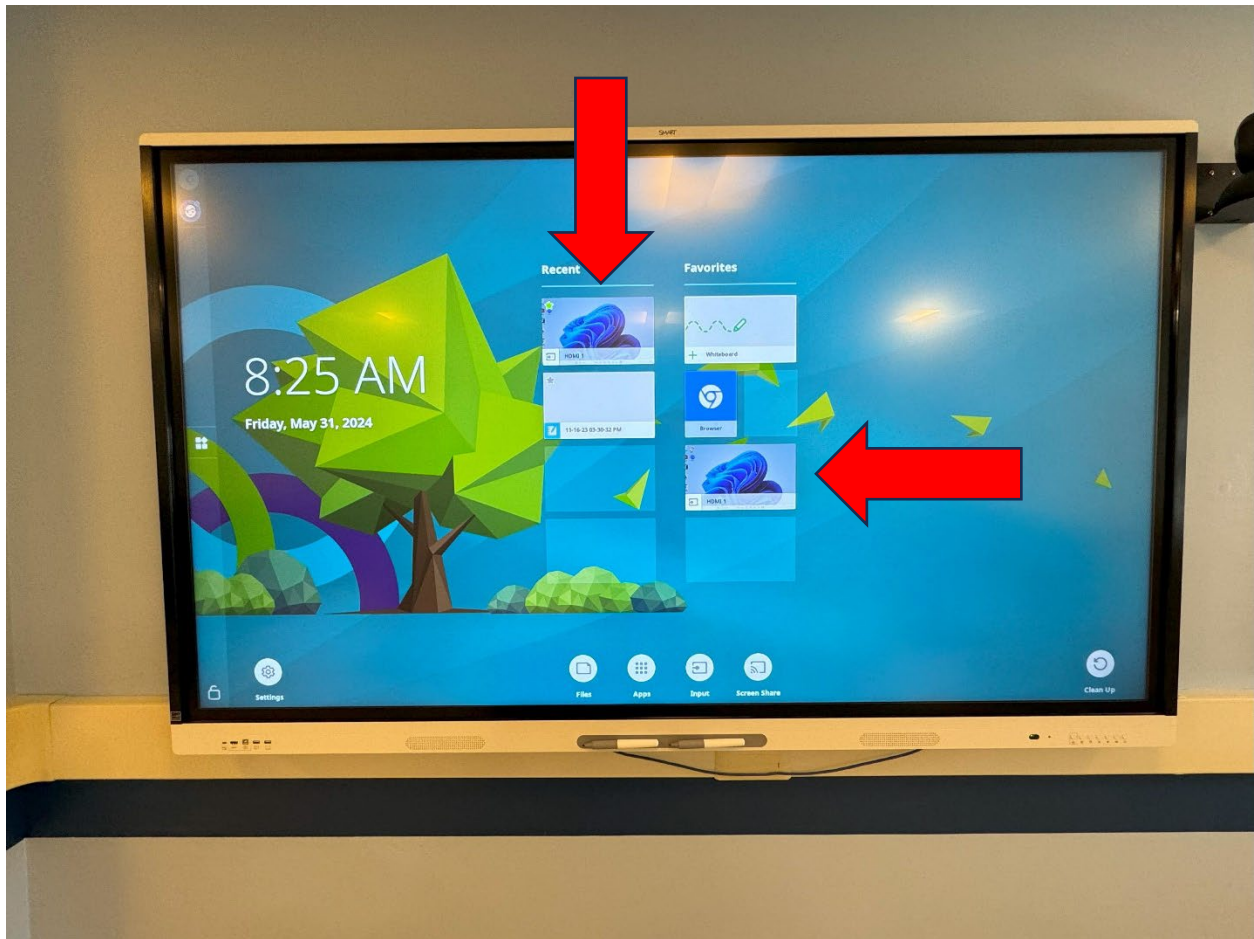
- 1.) Connect the laptop to the HDMI cable that is provided.
- 2.) Start the laptop, sign-in
- 3.) From the LCD screen choose Start AV Presentation



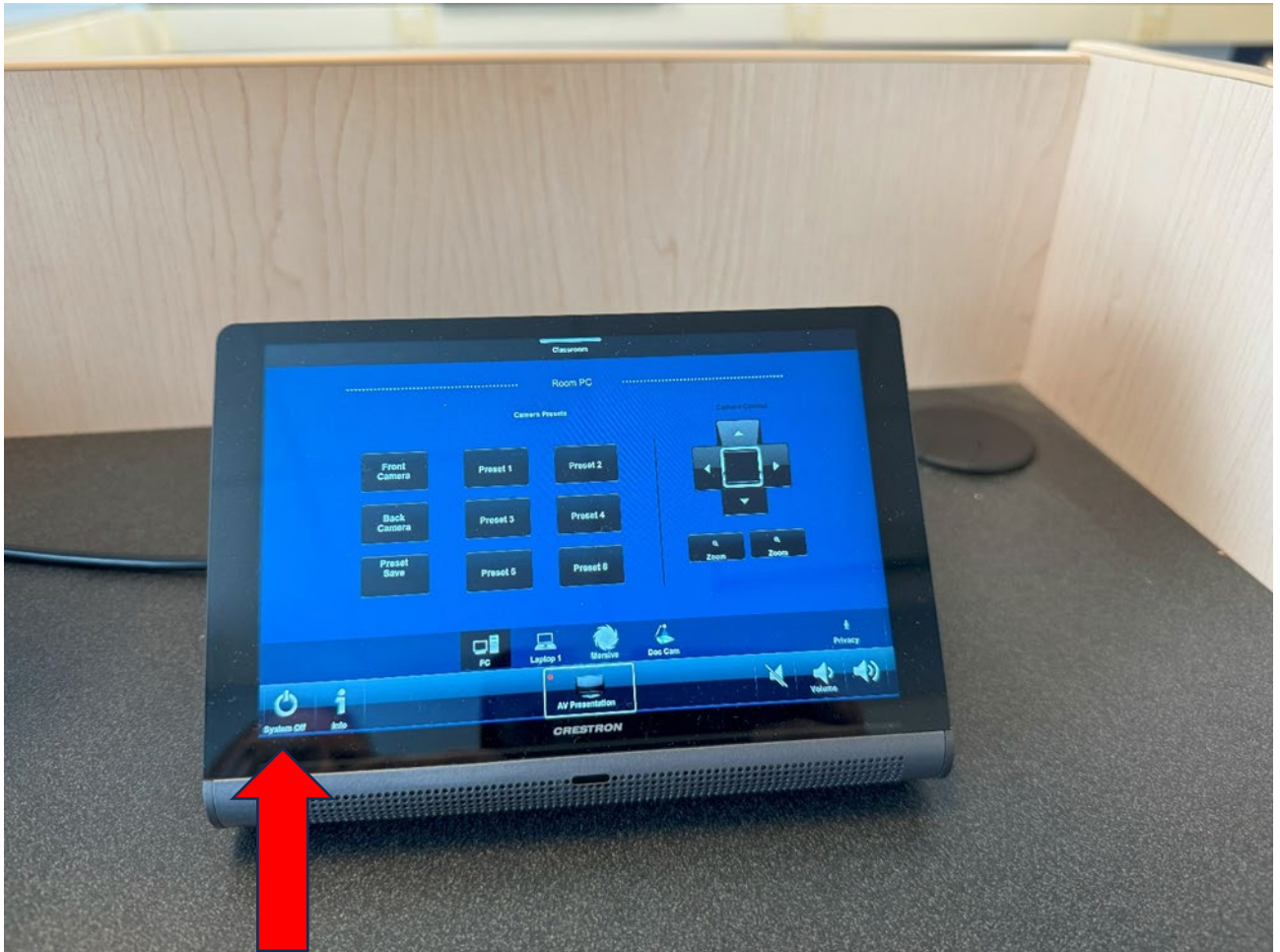
4.) Choose AV Presentation then the laptop selection.



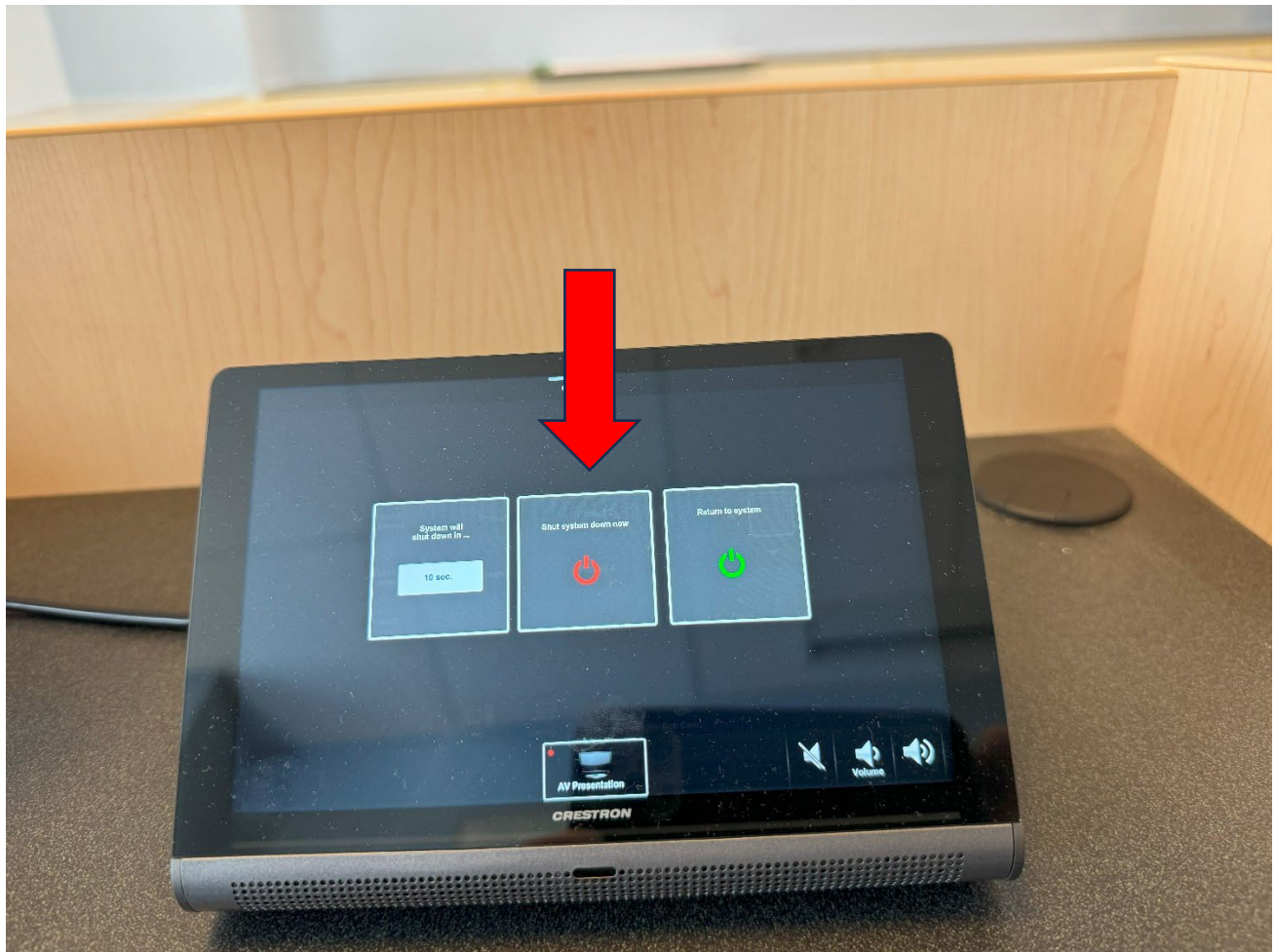
5.) Choose HDMI 1 on the Smart Board.



6.) End of Class, choose System off.



7.) Choose Shut System Down Now.

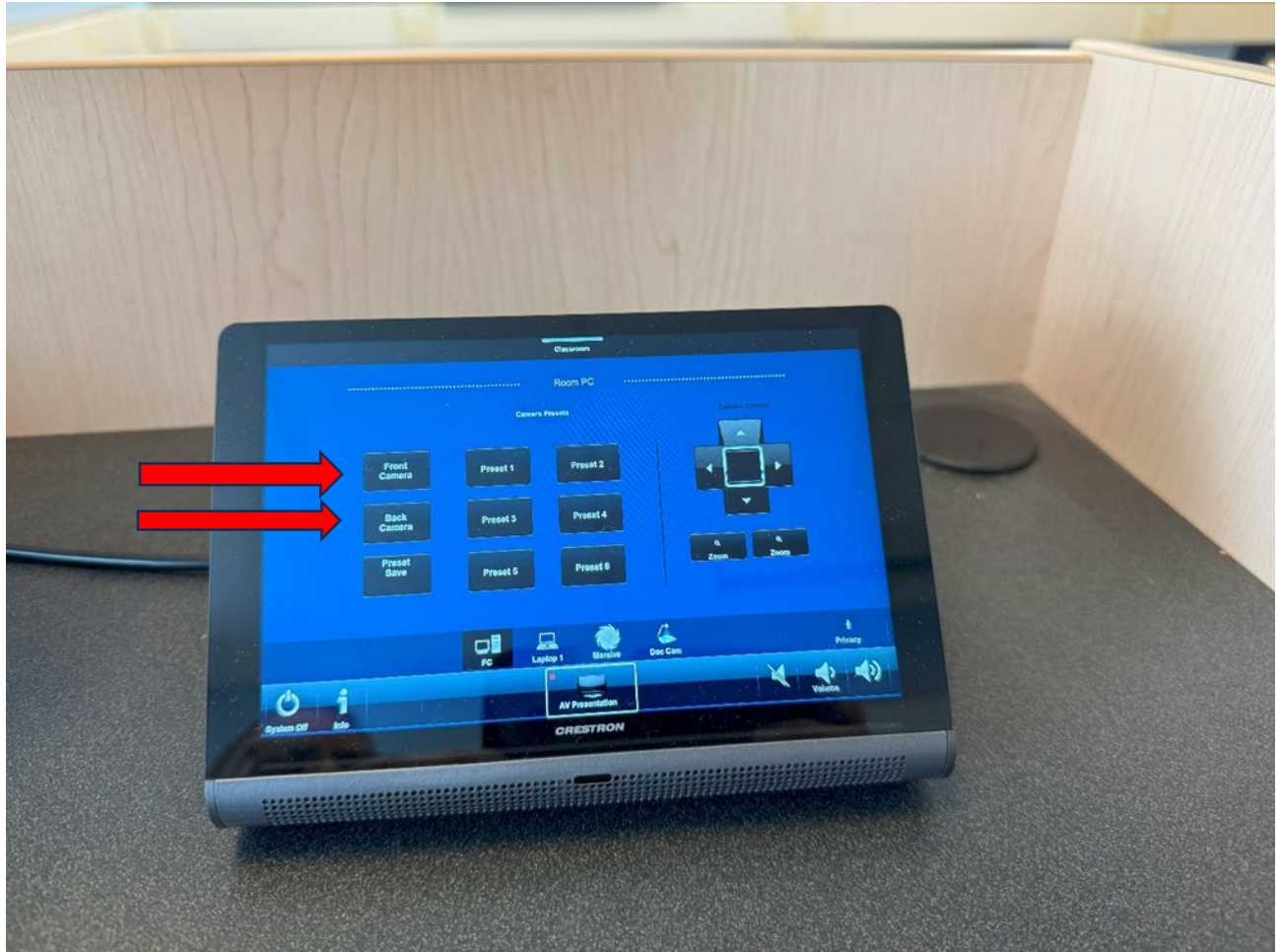


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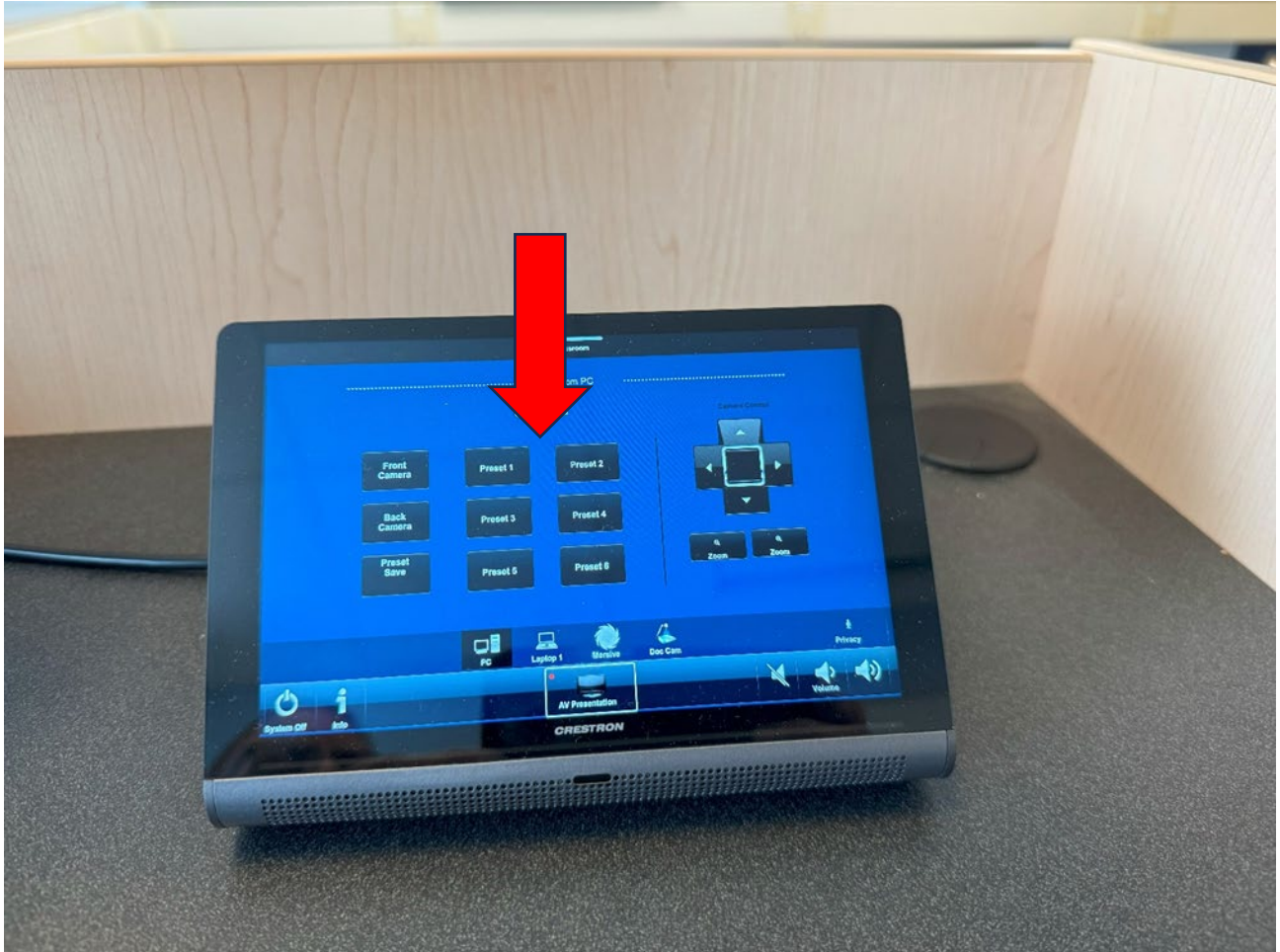
Camera Controls

Change the focus of the camera – [Switch Between Cameras](#)

- 1.) Choose which camera you are using on the LCD display, Front facing camera (Back Camera) or the camera that faces the class (Front Camera).



2.) You can use one of the preset focus options. ([407](#) has 6 and [603](#) has 4). You can do this by selecting the preset that you would like.



- 407 (Back Camera):
1. Podium-White Board-Smart Board
 2. Zoom a little closer to Preset 1
 3. Zoom into the White Board
 4. Zoom into the Smart Board
 5. View of the Front center of the room (Column with the Smart Board on the Left)
 6. View of the front Left side of the classroom

- 407 (Front Camera):
1. Left 3 rows of the class

2. Center 3 rows of the class
3. Rest of the class on the right

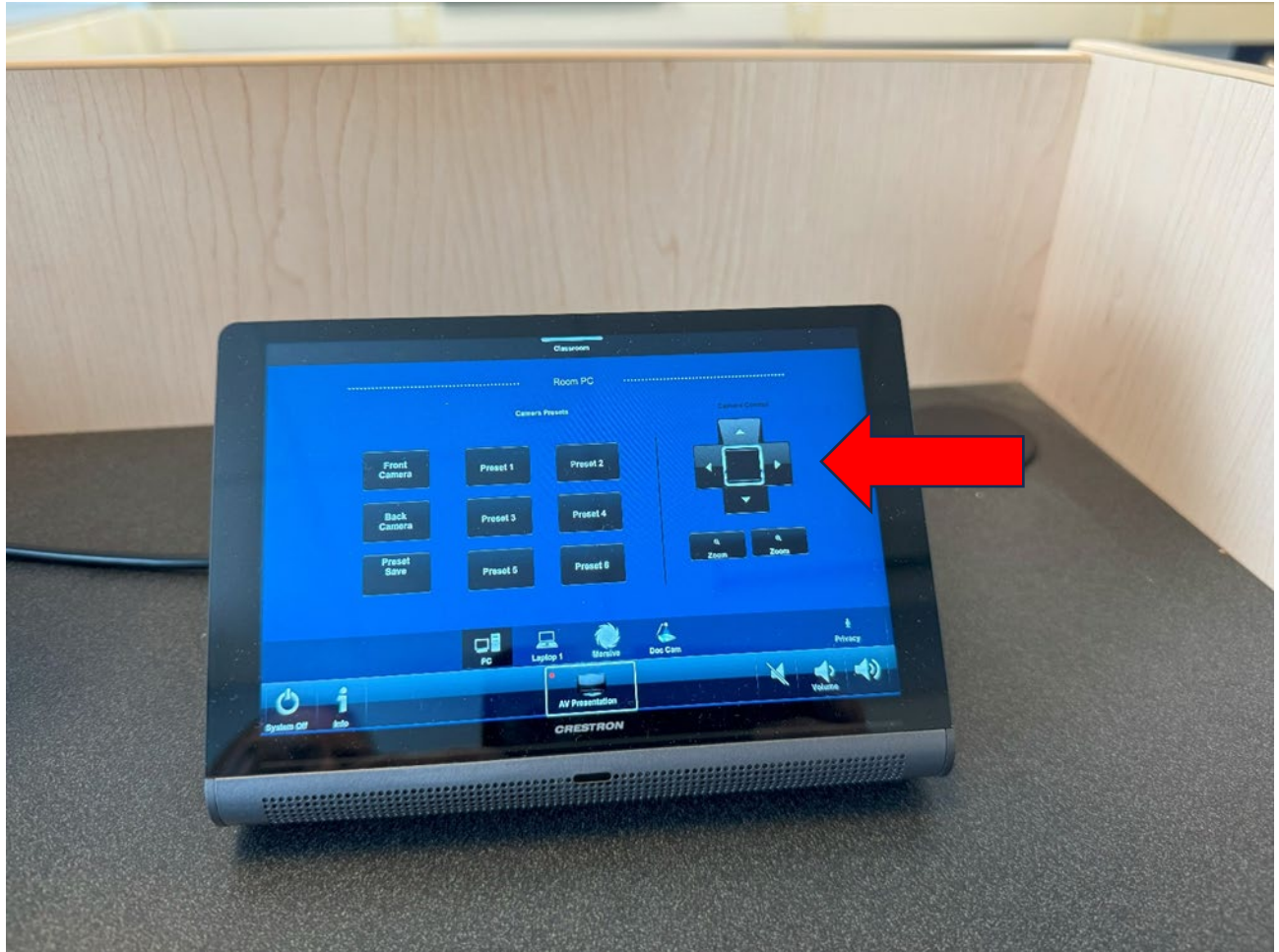
603 (Back Camera)

1. Whole front of class
2. Zoom closer to the Smart Board
3. Zoom closer to White Board

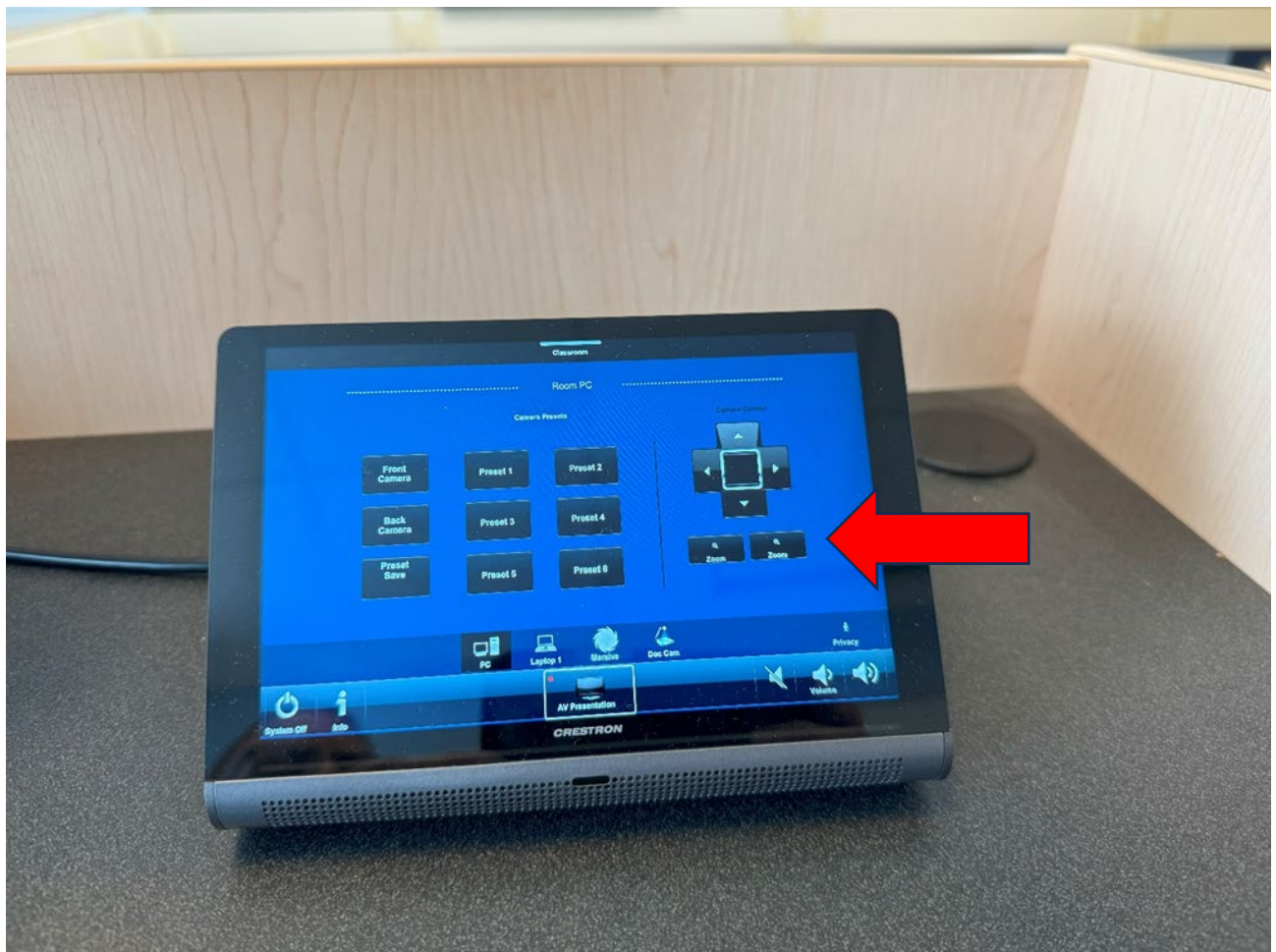
603 (Front Camera)

1. Center of class
2. Right side of class
3. Left side of class

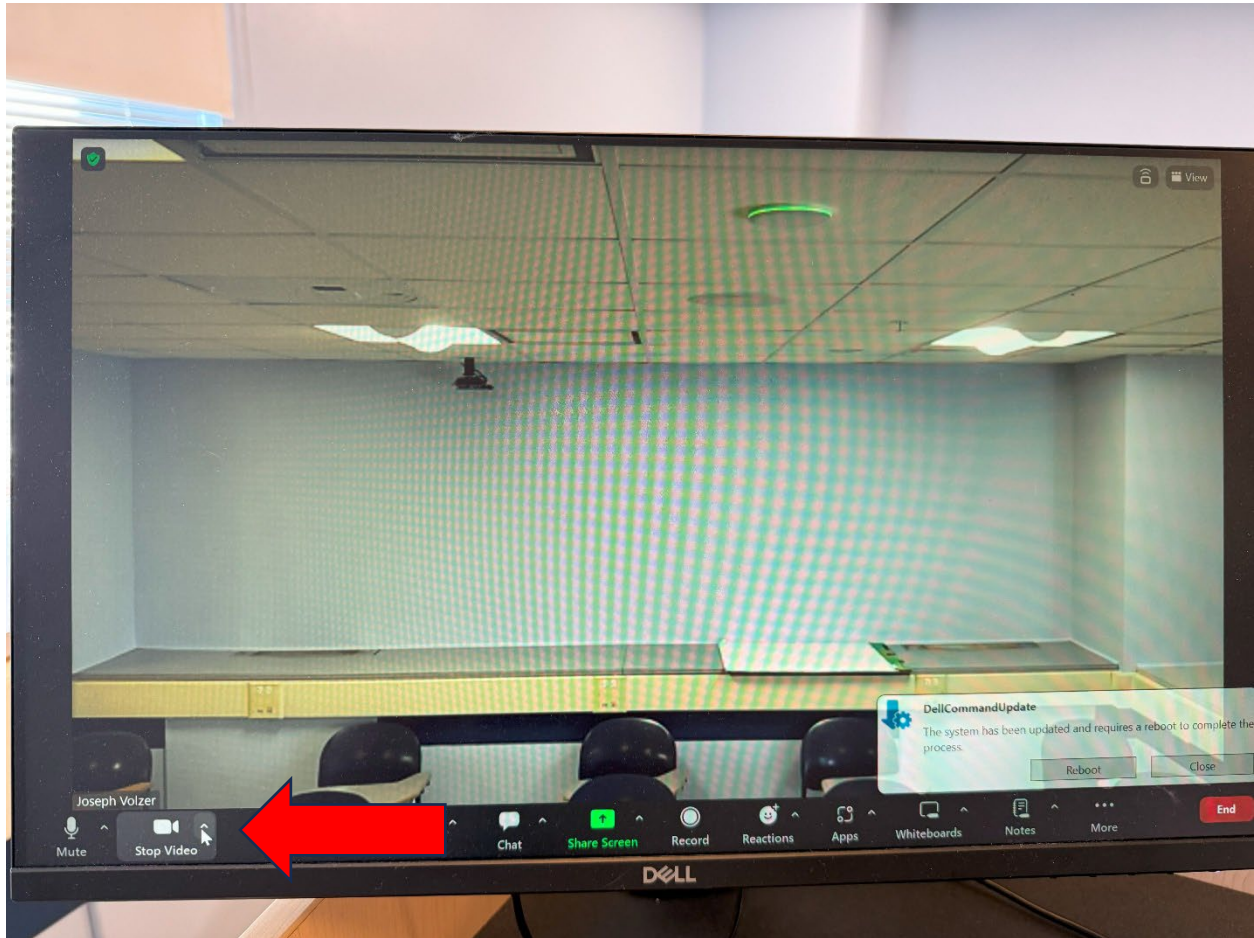
3.) Fine tune where you would like to point the camera by using the arrow buttons on the LCD screen.



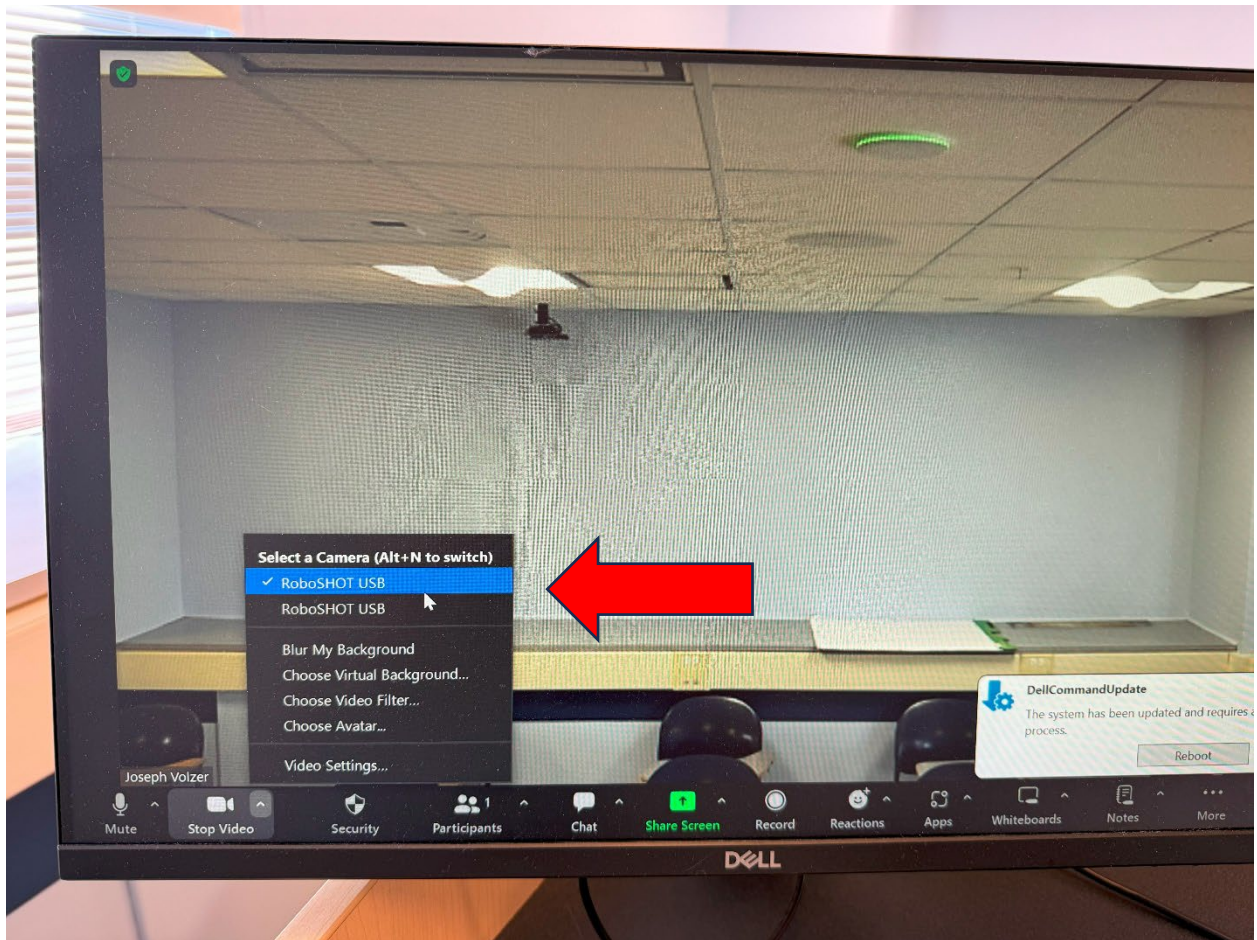
4.) Zoom in and out using the + and – keys on the LCD screen.



- 5.) Switch which camera is being used by selecting the camera in Zoom or whatever application you are using. Within Zoom you can use ALT-N to switch between cameras. Also, within Zoom you can click on the up arrow next to Stop Video.



Choose which camera you would like to use.



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Using the Document Camera

The Document Camera is in the drawer located on the right side of the podium.

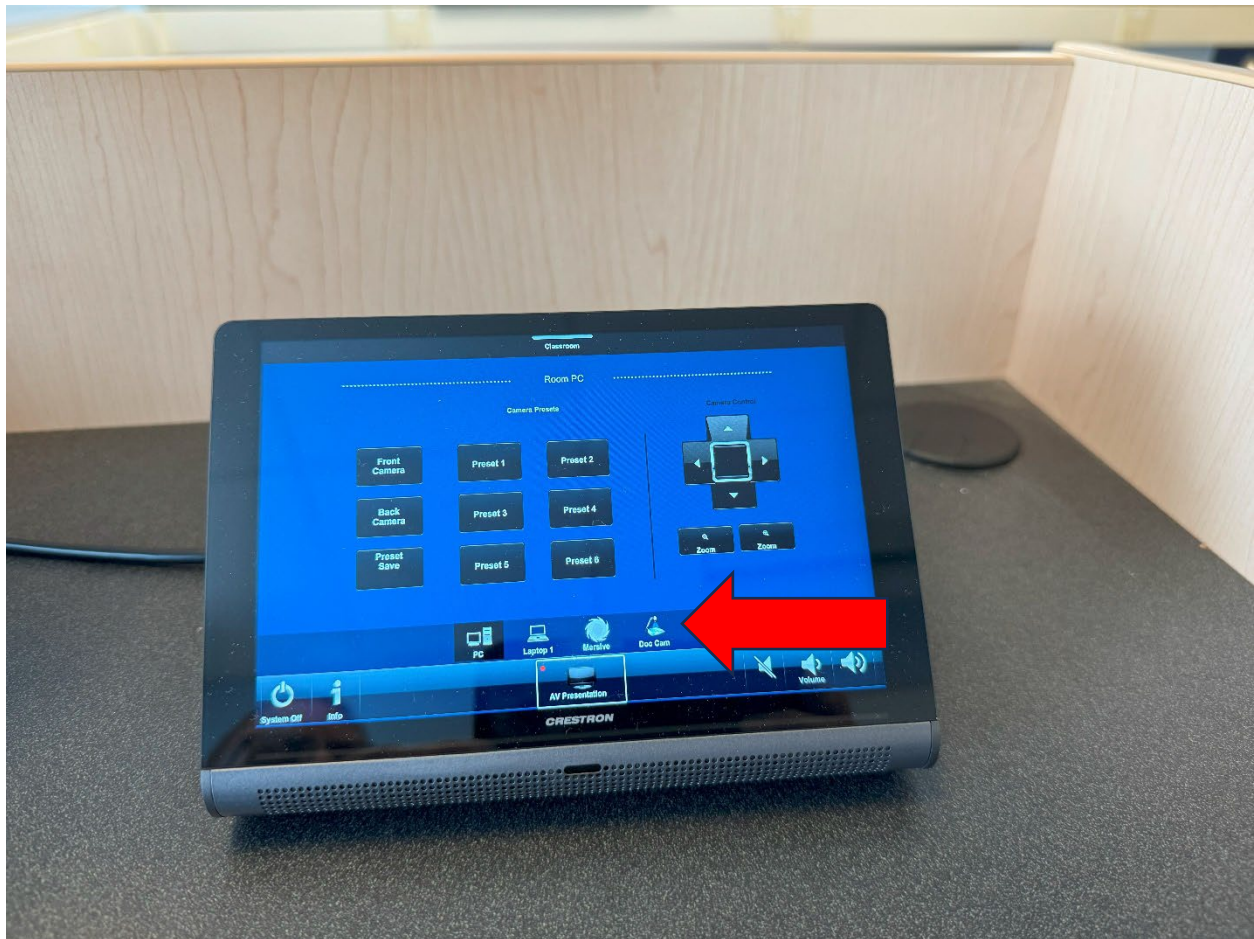


- 1.) Once you open the drawer, power on the document camera.





2.) On the LCD screen choose Document Camera.



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